

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Arizona State Office  
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Information Bulletin No. AZ-2001-010

To: State Leadership Team  
Attn: Timekeepers, Records Management Assistants, and Administrative Officers

From: Acting Deputy State Director, Business & Support Services

Subject: Annual Submittal of Individual Time & Attendance (T&A) Files for 2000

DD: April 16, 2001

It is time to prepare 2000 Time & Attendance files for retention. Field Office timekeepers should coordinate with their Field Office Records Management Assistants for this process. Field Office records are stored at each Field Office location. State Office Divisions should consolidate T&As alphabetically and submit them to Barbara Bleich, AZ-950, no later than April 16, 2001.

Attached is a set of guidelines for timekeeper use in closing out T&A files and preparing them for retention. Any questions on this annual process may be directed to Barbara Bleich, Staff Assistant, at 602.417.9250.

Signed: Ivy J. Garcia  
Acting DSD, Bus/Support Svs

Authenticated: Barbara Bleich  
Staff Assistant

Attachments:

1 - Guidelines (1 p.)

GUIDELINES FOR ANNUAL CLOSEOUT OF  
TIME & ATTENDANCE (T&A) FILES

1. Individual T&A files must contain timesheets for pay periods 1 - 26. **Leave audit forms are no longer required.** You may, if you have chosen to continue tracking with audit forms, include them with your T&A submittals. All problems with pay/leave should be resolved prior to submittal of files. It is each employee's responsibility to check their Leave & Earnings statement for accuracy. This is especially important for employee's who anticipate being in a "use or lose" status.
2. Please ensure that each employee's T&A file is securely stapled. Please no rubber bands; they become too brittle for the six years that T&A record retention is required.
3. Files of terminated employees should also be submitted at this time, not submitted separately during the course of the year. Files of employees transferred/reassigned to other Arizona offices should follow the employee. This will ensure that the gaining timekeeper has a complete T&A file, and that multiple files on the same employee are not closed out for retention.